

CRIMINAL HISTORY RECORD CHECK FOR PERSONNEL AT YOUTH CAMPS

Maryland Department of Health & Mental Hygiene
OFPCHS/Center for Consumer Health Services
6 St. Paul Street, Suite 1301, Baltimore, MD 21202-1608
(410) 767-8417 Fax (410) 333-8926
Toll Free 1-877-4MD-DHMH extension 78417

A camp operator must comply with the Family Law Article, §§ 5-560-568, Annotated Code of Maryland, regarding criminal history record checks for employees and employers of facilities that care for or supervise children. The employer must keep on file for each employee the results of the criminal history record check. The employer must be able to show the Department of Health and Mental Hygiene representative that the criminal history record check was completed. However, the results of the criminal history record check cannot be made known to anyone other than the employer for which the record check was requested.

Fingerprint-supported criminal history record checks are done through the Maryland Public Safety and Correctional Services, Criminal Justice Information System (CJIS).

Background checks through other sources are not accepted.

CJIS STOREFRONT FINGERPRINTING CENTER is located at the Reisterstown Road Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, Maryland. Hours of operation are Monday, Tuesday, Wednesday and Friday 8:30 a.m. to 5:00 p.m., Thursday 8:30 a.m. to 6:30 p.m. and the 1st and 3rd Saturdays each month 8:30 a.m. to 4:30 p.m. Phone: 410-764-4501 or 1-888-795-0011, Monday through Friday, 8:00 a.m. to 5:00 p.m. Web site: <http://dpscs.state.md.us/publicservs/>

AUTHORIZATION NUMBER - If the employer does not have a CJIS authorization number, complete the "General Registration Form" and submit to CJIS via fax or mail. The form can be found online at <http://dpscs.state.md.us/publicservs/bgchecks.shtml>. *Provide an email address that will be used to receive the criminal history results.* The CJIS Central Repository will mail your authorization number. Notify CJIS immediately of any changes in your contact information.

CRIMINAL HISTORY RECORD CHECK APPLICATIONS – Once you have an authorization number and **before the employee works at the camp** submit an application for criminal history record check to CJIS Central Repository using either the Livescan Pre-Registration Application or the Application for Criminal History Record Check.

LIVESCAN PRE-REGISTRATION APPLICATION – The application may be submitted electronically using scanned fingerprints by using the CJIS Storefront Fingerprinting Center, a CJIS MVA fingerprinting site, or an approved private provider. There is a link to the LIVESCAN PRE-REGISTRATION APPLICATION form online at <http://dpscs.state.md.us/publicservs/fingerprint.shtml>. **The ORI #: MD004455Y is required and the reason fingerprinted is CHILD CARE**

APPLICATION FOR CRIMINAL HISTORY RECORD CHECK – Fingerprints are inked on the purple card form, CJIS-015, and must be submitted to the CJIS Storefront Fingerprinting Center in person or mailed to CJIS Central Repository, P.O. Box 32708, Pikesville, MD 21282-2708. The fingerprint cards can be ordered by phone, fax or online at http://dpscs.state.md.us/onlineservs/fingerprint_card.php. Your authorization number is required for all fingerprint card orders. **Add "ORI MDOO4455Y" and "CHILD CARE" to the upper right hand corner of the card.**

EMPLOYEES –When completing the application, employees must use the camp employer's authorization number. In the MAIL REPLY TO section, write the camp employer's name and address.

EMPLOYERS OR CAMP DIRECTORS - An employer or camp director must use the MD Dept of Health & Mental Hygiene/OFPCHS's authorization number, please call (410) 767-8417. In the MAIL REPLY TO section, write 'MD Dept of Health & Mental Hygiene, OFPCHS/Division of Community Services, 6 St. Paul Street, Suite 1301, Baltimore, MD 21202-1608'.

FINGERPRINTS – Electronic or ink method fingerprinting is available at the CJIS Storefront Fingerprinting Center. The cost is \$20.00 per person. Please arrive at least one half hour before closing. The Fingerprint Technician determines the fingerprint method depending on the quality of finger definition. Fingerprinting services are available from private providers authorized by CJIS. A list of providers is online at <http://.dpscs.state.md.us/publicservs/fingerprint.shtml>. Check with the private provider for their fingerprinting fees which are separate from the processing fee.

FEES - The processing fee for an application is \$37.25. This does not include the fingerprint fee. The fee is reduced to \$33.25 for “volunteers” please see details below. The CJIS Storefront Fingerprinting Center does not accept cash. Please use a corporate check, certified check or money order made payable to CJIS- CENTRAL REPOSITORY. CJIS will accept personal checks, Visa or MasterCard debit or credit cards only if the check writer or cardholder is present.

SUBMIT APPLICATIONS - Review the CJIS instruction brochure before completing an application. **Always print legible and use black ink only.** Check each application for complete and accurate information **before** sending it to CJIS. Make sure the appropriate authorization number is used and the "DISCLOSURE" section is complete. Keep a copy of each application or record the reference number for each employee's application. Completed applications with fingerprint cards and payment can be delivered in person to CJIS Storefront Fingerprinting Center or mailed to CJIS Central Repository, P.O. Box 32708, Pikesville, MD 21282-2708.

If you are submitting applications for the employer/camp director and the employees at the same time you must submit a separate check or money order for the employer/camp director when the authorization number on the employer/camp director’s application is different from the authorization number on the employee’s applications.

RESULTS –Call CJIS Customer Service at (410) 764-4501 or 888-795-0011 for help if you do not receive the Maryland or FBI criminal history record information in 48 hours, if submitted electronically and you receive your record checks by email. Results take approximately 10 business days for fingerprint card submissions. Keep the original results in a secure manner on file at the camp office.

REJECTED FINGERPRINTS – If the employee’s fingerprints are rejected because of poor quality, the employer and employee will be notified. Reprints must be received within 60 days of the date on the reject letter or the employee must reapply and pay application and fingerprinting fees.

180 DAY REQUEST – When the employee has completed a criminal history record check for another child care employer within the past 6 months, the 180 Day Request form may be used instead of the full application with fingerprints. There is no cost for processing a 180 Day Request. Fingerprints are not required. CJIS **must** process the form within 180 calendar days of CJIS's receipt of the employee’s original application.

RETURNING EMPLOYEE – A repeat criminal history record check is not required if the original result with the camp listed as the employer is on file at camp and there is a contractual agreement for the employee to return to duty and there has not been a termination of employment.

EMPLOYEES UNDER AGE 18 - The criminal history record check is required for employees under age 18. CJIS accepts applications for any person 14 years old or older.

VOLUNTEERS - An employer at a youth camp may ask volunteers to apply for a criminal history record check, but **this is not required.** Please call CJIS at (410) 764-4501 for additional information. The FBI fee is reduced as long as the word "CHILD CARE/VOLUNTEER" is written on the application in the Reason Fingerprinted box. The CJIS-015 purple form must be checked “STATE AND FBI VOLUNTEER”. The total fee is \$36.00.